

TERM 4 ENROLMENT GUIDE

Welcome to Pearl Coast Gymnastics Club for what we hope will be another amazing term!

This document aims to provide essential information to parents and families about the enrolment process for Term 4. **Families should note that specific information about the club and how we operate can be found in our Parent/Carers Handbook**

Program Information

We provide up to date information about the programs we offer on our PCGC Parent Portal, under the 'Quick Enroll' tab. You can also view information about programs via our website (<https://pearlcoastgymnastics.com.au>)

Re-enrollment Process

Members enrolled in WAG, MAG and TUM classes roll over to Term 4 automatically, you do not need to do anything to re-enroll! You will be issued with your Term 4 invoice prior to the start of the term.

GYM FUN

Members who were enrolled in a Gym Fun class in Term 3 will not automatically roll over to Term 4. Please visit the PCGC Parent Portal and use the 'Re-enroll for Term 4' section to pay for your child's term 4 fees and re-enroll your child for Term 4. You have the option to pay upfront or pay weekly over a 10 week period on a payment plan.

Enrolment Process

The process for new members enrolling at Pearl Coast Gymnastics Club differs depending on the program you wish to enroll in:

WAG/MAG/TUM

- To enroll for this program please head over to the [PCGC Parent Portal](https://portal.pearlcoastgymnastics.com.au) (portal.pearlcoastgymnastics.com.au) and locate the 'Quick Enroll' tab. From here a list of available programs will be listed with instructions and links to the specific registration forms. We have transitioned to using the PCGC Parent Portal as our primary hub for parent information after a hugely successful trial in 2023. The parent portal itself contains simple, guided, tours and instructions to help use many of the features available.
- Make sure to complete the form specific to your desired program, keeping in mind the following points:
 - Make sure to complete the form as accurately as possible. Any invalid information will result in your request being declined, and you will need to resubmit the form
 - Review your child's Date of Birth and make sure it is correct - Incorrect Date of Births can cause many issues down the track with competitions and insurance with Gymnastics Australia
 - All members are required to pay the \$50 deposit on the enrolment form, immediately at the time of enrolment. This fee secures your place in the program, and is non-refundable for any reason. This fee will be deducted from your class fees which will be invoiced to you prior to the start of term.
 - The 2024 Class Fees document is available in the PCGC Parent Portal and provides a rough idea of the costs associated with your chosen program. *Please note: We aren't*

able to confirm what class your child will be allocated to until we process your enrolment request; Meaning we can't give you an exact fee for your child until the enrolment has been processed.

- Once you have submitted your enrolment request, our administration team will review your submission and allocate your child to a class - Once approved you will receive a 'Welcome to Term 4' email outlining what class your child has been enrolled in. You will then be invoiced for the class fees (set out in the 2024 Fees document) and must have these paid by the end of Week 1 of Term, as per our Fees and Refunds Policy
- If you are unsure of what program to enroll your child into please contact our administration team - admin@pearlcoastgymnastics.com.au

Gym Fun

- To enroll for this program please head over to the [PCGC Parent Portal](#) (portal.pearlcoastgymnastics.com.au) and locate the 'Quick Enroll' section. From here a list of available programs will be listed with instructions and links to the specific registration forms. We have transitioned to using the PCGC Parent Portal as our primary hub for parent information after a hugely successful trial in 2023. The parent portal itself contains simple, guided, tours and instructions to help use many of the features available.
- Make sure to complete the form specific to your desired program, keeping in mind the following points:
 - Make sure to complete the form as accurately as possible. Any invalid information will result in your request being declined, and you will need to resubmit the form
 - Review your child's Date of Birth and make sure it is correct - Incorrect Date of Births can cause many issues down the track with competitions and insurance with Gymnastics Australia
 - All members are required to pay the full class fees, state governing body fees and other administration fees on the form, immediately at the time of registration, or when payment is captured after your request has been approved. These fees are non-refundable for any reason, as per our fee and refund policy.
- Once you have submitted your enrolment request, our administration team will review your submission, allocate your child to a class - Once approved you will receive a 'Welcome to Term 4' email outlining what class your child has been enrolled in.
- If you are unsure of what program to enroll your child into please contact our administration team - admin@pearlcoastgymnastics.com.au, or reach out to us via live chat on our website (subject to staff availability)

All other program registration follows a similar process to the above with detailed instructions available on the PCGC Parent Portal.

Reminders

- PCGC does not offer selecting a specific class (e.g MAG GOLD), only a specific program (e.g MAG). This means that we will try our best to accommodate your child and their needs, however we cant always place everyone on the desired days or times. Parents are encouraged to check our timetable (on PCGC Parent Portal) to ensure they are able to attend the program. Our team are happy to help you with times prior to enrolling, however there are no guarantees, and with such a heavy workload on our team during this period it might take some time to get back to you
- We only have limited spaces! Make sure you enroll your child as soon as enrolments open to secure your spot! Once our classes reach capacity that's it!
- If your family has an outstanding balance your enrolment will be denied. You will need to pay off the outstanding balance in order to enroll your child for the new year. Our team will place your request on hold for five days but if the balance is still not paid off within this time your request will be denied.
- Timetables, Fees and Important dates can be found on the [PCGC Parent Portal](#)

Kidsport Vouchers

If your child has a Kidsport voucher code please email it through to us ASAP. If you intend to enroll your child into our GYM FUN program, and would like to use your voucher please email us for more information on how to proceed. This usually involves having a special form link sent to you, or our team might update your PCGC Parent Portal account to discount the fees using the Kidsport voucher.